

Your Name

Address (optional)
City, State

(000) 000-0000
your.email@email.com

Branding Statement (optional)

Career Summary

Strong, brief opening summary using keywords to provide the employer with the reason why *you* are the ideal candidate for the position (# of years experience, major accomplishment, knowledge, skills, abilities, etc.)

Professional Experience

(Work History: FT/PT/Temp/Intern/Volunteer; if relevant not to go beyond 15 years)

Job Title[illegible]

- Describe the major tasks you performed while at this job.
- Begin each sentence with a past tense **action** word and be as specific as possible.
- Describe accomplishments you achieved while at this job, i.e. why what you did at this job *mattered*.
- Use bullets for each of these accomplishments.

Job Title

Company Name _____ City, State _____ Dates (Month/Year – Month/Year) _____

- Describe the major tasks you performed while at this job.
- Begin each sentence with a past tense **action** word and be as specific as possible.
- Describe accomplishments you achieved while at this job, i.e. why what you did at this job *mattered*.
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Job Title

Company Name	City, State	Dates (Month/Year – Month/Year)
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- Describe the major tasks you performed while at this job.
- Begin each sentence with a past tense **action** word and be as specific as possible.
- Describe accomplishments you achieved while at this job, i.e. why what you did at this job *mattered*.
- Use bullets for each of these accomplishments.

NOTE: If your resume is more than **1 page**, be sure to include relevant information; work history, experience, education, etc.

Education

Name of Institution	City, State	Year (<i>If within the last 10 years</i>)
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Degree or Certificate w/ Relevant Courses

Name of High School	City, State	Year (<i>If required or applicable</i>)
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